

An Apprentice's Journey

www.skillsandlearningace.com/apprenticeships/

➔ Ideally you are working at level 1 or above in maths and English, with a good grasp of IT. You will have had work experience in a job role that you would like to continue.

You are 16 or over (no upper age limit) and want a job that gives the opportunity to develop skills, get paid, have paid holidays and learn as you earn.



Find an apprenticeship vacancy by looking at <https://www.gov.uk/apply-apprenticeship>. Having researched the company and what it means to be an apprentice at <https://www.getingofar.gov.uk/> you make a good application for the job role, mentioning relevant previous experience.



You are invited to interview and arrive on time, appropriately dressed and prepared to give examples of your skills and best qualities. You are offered the job.

Your employer will enter into a contract with a training provider which will set out your training programme. All costs will be paid by your employer and/ or the government.

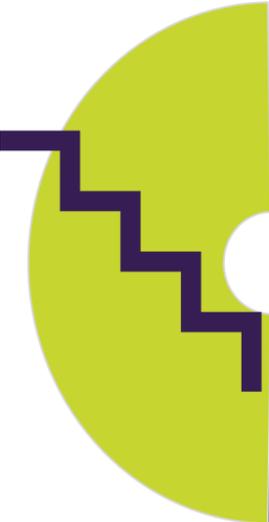


At induction with your training provider you will get a timetable including training at other locations, e-learning, study and assignments

Your start date will be confirmed, your employer will draw up a contract including your working hours and your hourly pay rate, committing to support you and release you from the job role for 20% of your contracted hours for training.



During your training, you will be supervised by a line manager in your work place, you will be visited at your place of work by a Trainer/Assessor and you could be allocated a mentor, if you are going to need additional help with your organisational skills. **You will be responsible for completing work in accordance with the programme and developing the skills necessary to maintain your employment.**



Your apprenticeship may last from 12 months up to 24 months dependent on your job role. At points throughout the programme, there will be a three way review between your employer, the training provider and you to check your progress, plan the next set of training and to generally ensure that everything is working as it should.

As your apprenticeship progresses, you will look at what to do when the training finishes. In some cases, you can progress to the next level of apprenticeship with the same employer.

Advice and guidance will be available to help you to make decisions. You may wish to stay in post or change jobs, so keep maintaining your CV and practising interview skills.



Once you have passed the End Point Assessment, your Apprenticeship will be at an end and you can make the next step in your career.

Once you have shown yourself competent at the skills needed for the job role, you will undertake an End Point Assessment.